

U.S. Embassy, Moscow

Public Affairs Section Request for Grant Proposals: FY 2016 Moscow American Center Program

Announcement Type: New Cooperative Agreement

Application Deadline: January 29, 2016

Total Funding: Up to \$350,000, pending the availability of funds

Funding Opportunity Number: DOSRUS-16-GR-002

Catalogue of Federal Domestic Assistance Number: 19.040

Anticipated Award Date: April 1, 2016

Anticipated Project Completion Date: March 31, 2017

Funding Opportunity Title: FY 2016 Moscow American Center Program

Eligible Applicants: Applications may be submitted by U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

A. PROGRAM DESCRIPTION—REQUIRED

The U.S. Embassy in Moscow (PAS Moscow) invites proposal submissions for a cooperative agreement to assist in providing administrative, technical and programmatic support for the American Center program. The American Center at the U.S. Embassy in Moscow, is one of approximately 700 American Spaces supported by the Bureau of International Information Programs (IIP) of the U.S. Department of State. The American Center is a technology-forward, welcoming, and engaging environment where Embassy personnel, U.S. visitors, and implementing partners connect with Russians, especially young leaders and young professionals, to inspire dialogue on issues that matter most to U.S.-Russia relations.

The grant recipient will be responsible for assisting with the operations of an existing stand-alone American Center on the U.S. Embassy compound in Moscow. Key program activities under this cooperative agreement will include hiring new, and supporting existing American Center staff members, who have expertise in program and event management; purchasing and maintaining all necessary technology, materials, and supplies to provide a basis for engagement with Russian audiences; and designing a flexible and dynamic program of activities each month to interact with Russian visitors to the center and encourage visitors to return regularly. Decisions on staffing and program content will be made in close consultation with the U.S. Embassy in Moscow. Final decisions regarding hiring and program implementation will require the approval of the U.S. Embassy.

The goals of this funding opportunity are the following:

1. **Support the American Center as the U.S. Embassy's flagship public diplomacy venue** for strengthening people to people ties between the United States and Russia.

2. **Ensure that the American Center is a dynamic, state-of-the-art, welcoming place** that showcases the best the U.S. has to offer to increase mutual understanding between the people of the United States and Russia.

Overview:

Over 700 American Spaces worldwide provide welcoming environments where visitors can connect with and learn about the United States. Hosted in embassies, schools, libraries, and other partner institutions worldwide, American Spaces are platforms for providing information about the United States, our policy, culture, and values; English language learning; alumni activities, and information about study in the U.S. A multifunctional platform for public diplomacy programs, American Spaces promote open dialogue, counteract negative preconceptions, and build bridges of understanding.

The American Center in Moscow was originally established in 1993 as a platform for engaging Russian citizens as a way of establishing long-term cultural ties between the people of the United States and the Russian Federation. In 2015, the American Center moved onto the U.S. Embassy compound in Moscow.

The Moscow American Center serves as one of the key points of engagement with Russian citizens, most importantly, youth. Therefore, the American Center offers first-rate programming and provides access to the latest in technology, including iPads and other media, 3D printers and related “maker-space” items, as well as more traditional resource materials. American Center staff should be proactive in seeking opportunities to offer creative programming that can serve as a best practice for other American Spaces around the world. The American Center should be a dynamic place where Russian citizens can visit unannounced and find a friendly and welcoming environment that presents the best face of America to the Russian people. No fees will be charged to any American Center visitors, either for access to the center or participation in any activities. Visitors will have the opportunity to become members of the Center, so that they can receive regular information about programs and activities. Membership is not required to access the facility and attend programs and activities.

Program Structure:

American Spaces are funded through the State Department’s Bureau of International Information Programs (IIP), but overseen more directly by the Public Affairs Staff at U.S. Embassies and Consulates where they are located. The recipient organization should be able to administer the daily activities of the American Center in Moscow in close coordination with and under the direction of the Public Affairs Section of the U.S. Embassy in Moscow.

Critical decisions on programming, staffing, and major supplies (such as computers and other technology) will be made in close coordination and subject to the approval of U.S. Embassy Public Affairs staff.

This cooperative agreement will provide funding for one year of activity. Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is Embassy Moscow’s intent to renew this cooperative agreement for up to two additional consecutive fiscal years before openly competing it again.

Program Activities:

- **Staffing the American Center:**

Applicants should propose a plan for hiring existing American Center contract staff members and recruiting an additional local staff member (with U.S. Embassy approval) who is fluent in English. The currently staffed positions in the American Center are: American Center Director (1) and Program Coordinator (3). The Center should be fully staffed and open to the public at least 40 hours per week, including opening hours in the evenings and occasional Saturdays (example: Monday-Friday, 11:00 am to 7:00 pm). For events that take place outside of opening hours, compensatory time off is allowable.

For the purpose of the American Center project, the grant recipient organization will act as the employer of all locally hired, full-time and temporary staff. The grant recipient will be responsible for establishing transparent and fair employment practices. All policies are subject to review by the U.S. Embassy. It is the responsibility of the grant recipient to ensure that labor agreements are prepared and signed with each employee in full accordance with current Russian and U.S. (the American Center Director must be a U.S. citizen) law, and all social security and tax deductions are accurately and timely performed by the employer.

The grant recipient will advise all locally hired staff that the fact that the employee is employed by a U.S. Government grantee does not absolve him/her from payment of any taxes imposed by any level of government in Russia. The U.S. Government bears no liability or responsibility for the employment, benefits or welfare of the employee under employment agreement between the grantee and the employee, nor will any credit for employment be given by the U.S. Government should the employee ever apply for a position with the U.S. Government.

- **Supplying the American Center:** The proposal should include a detailed plan for procuring supplies and materials necessary to provide the full range of services and programming typical of American Spaces. These include, but are not limited to:
 - Internet services, IT support (including software), and maintenance of equipment such as photocopiers and A/V equipment
 - Existing American Center website (<http://amc.ru>)
 - Communications (telephone, postal services, etc.)
 - Supplemental furniture if needed
 - Supplemental equipment (additional or replacement iPads, computers, TV monitors, copy machine, printers)
 - Marketing materials and promotional signs
 - Contractual services to maintain the center's activities, including janitorial services, equipment repair as needed, labor for room setup, and delivery of drinking water
 - Magazine subscriptions
 - Procurement of books for the American Center print and online e-book collections
 - Maintenance of library catalog
 - DVDs (for film programs)
 - Games, decorations, and art work as justified

- Makerspace equipment (3D printer, scanner, software, and supplies)

NOTE: The Center is already fully furnished and some technology purchases, supplies and materials are already in place. The grant recipient will need to inventory all existing equipment, furnishings, and supplies and take responsibility for these items. The grant recipient will also need to work out a plan with the U.S. Embassy and existing American Center staff for ongoing procurement and maintenance of the above suggested supplies and equipment.

- **Implementing Programs at the American Center:** Each month, the American Center should host a range of programs for visitors. Programs are currently advertised on the American Center website (<http://amc.ru>) and social media networks, through an email newsletter, and amplified through the U.S. Embassy's social media networks. When possible, programs should be low-cost or even free to produce and rely on staff and volunteers from the Embassy community. Examples of these types of activities include: interactive discussions on topics about the United States that are relevant and of interest to the target audience, book clubs, English-language clubs, movie screenings, workshops for U.S. exchange program alumni, etc.

The proposal should also include program activities that will be supported by funds through the cooperative agreement. These may include, but not be limited to: virtual lectures and discussions with Americans, dialogue programs with exchange program alumni, master classes in the arts, performances, presentations from representatives of U.S. universities, training workshops, MOOCs, honoraria for local guest speakers, etc. Approximately 10% of funding should be used for program activities.

The U.S. Embassy in Moscow, both through the Public Affairs Section and other embassy sections, regularly provides other programming opportunities at the American Center as well. For example, the Public Affairs Section administers a robust cultural and academic exchange portfolio that includes visiting artists, musicians, academics, students, and American speakers. Additionally, programs managed by partner organizations will take place at the Center. Activities that are organized or sponsored by the U.S. Embassy will be integrated into the activities of the American Center when appropriate. Therefore, American Center programs proposed by the recipient only make up a portion of the full range of programming that will be provided at the Center.

Program Evaluation and Audience Analysis:

In addition to providing program support, the award recipient must design and implement a robust evaluation and audience analysis system that regularly tracks visitors to the American Center, surveys their attitudes about the Center, and advises on ongoing engagement with American Center members. The U.S. Embassy will provide additional guidance to the grant recipient on the evaluation program.

Grant Recipient Responsibilities:

- **The award recipient's specific responsibilities** for this program include, but may not be limited to:

- 1) Hiring existing American Center staff as contractors and recruiting one additional staff member, as outlined above;
 - 2) Developing programs and events at the Center: creating proposals (including budgets) for programs developed under the cooperative agreement, submitting those proposals for approval by the U.S. Embassy one week before the start of each calendar month, and executing those proposals, ensuring that a *minimum* of five programs per week are taking place in the Center;
 - 3) Providing logistical and operational support for programs and events initiated through PAS Moscow's public diplomacy programming or by PAS's partner organizations;
 - 4) Assisting Center visitors;
 - 5) Managing a member database and encouraging repeat visitors to the Center;
 - 6) Marketing the Center and its resources to target audiences via traditional and social media.
 - 7) Providing weekly updates on program attendance and a monthly report on Center operations and programs to PAS Moscow;
 - 8) Creating and actively managing a website and a social media presence for the Center;
 - 9) Purchasing materials and supplies for the American Center including, but not limited to books, DVDs, games, magazines, software, technology, and resource materials;
 - 10) Ensuring that the Center is clean and all equipment is well-maintained;
 - 11) Procuring and supervising catering for a small number of events as approved by PAS Moscow;
 - 12) Cooperating with the U.S. Embassy's Regional Security Office's (RSO) requirements for security and liaising with the security staff on site;
 - 13) Developing and maintain a robust evaluation program that provides detailed information about the American Center's audience and their attitudes to PAS Moscow.
- **In a cooperative agreement**, the grantor is substantially involved in program activities above and beyond routine grant monitoring. The U.S. Embassy's activities and responsibilities for this program are, but may not be limited to, the following:
 - 1) Approve hiring of all staff of the American Center and oversee employee performance reviews.
 - 2) Approve the purchase of major supplies, including but not limited to computers, iPads, books, DVDs;
 - 3) Provide policy guidance on key themes to be promoted in program development;
 - 4) Approve the monthly calendar of events at the Center;
 - 5) Liaise with various stakeholders at the Embassy to provide ongoing support for the American Center;
 - 6) Provide guidance and oversight on the further development of the American Center;
 - 7) Provide the space for the American Center, including rent, electricity, building repairs, guard service, and some office supplies;
 - 8) Provide additional programming opportunities through Public Affairs programs;
 - 9) Provide guidance on the State Department's licensing agreement for film showings;
 - 10) Provide informal and formal training opportunities to support Center staff.

Funding Authority

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

B. FEDERAL AWARD INFORMATION—REQUIRED

Type of Award: Cooperative Agreement.

Fiscal Year Funds: FY 2016

Approximate Total Funding: Up to \$350,000

Approximate Number of Awards: one

Approximate Average Award: \$350,000

Floor of Award Range: none

Ceiling of Award Range: \$350,000 pending availability of funds

Anticipated Award Date: Pending availability of funds, April 1, 2016

Anticipated Project Completion Date: March 31, 2017

Additional Information: Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is Embassy Moscow's intent to renew this cooperative agreement for two additional consecutive fiscal years, before openly competing it again. The proposed budget should reflect a potential two-year cycle.

As this will be a cooperative agreement, the U.S. Embassy in Moscow will have substantial involvement in this effort. For more information on the USG's role please see "Section A. Program Description."

C. ELIGIBILITY INFORMATION

C.1. Eligible applicants:

Applications may be submitted by U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 501(c)(3).

C.2. Cost Sharing or Matching Funds:

There is no minimum or maximum percentage required for this competition. However, Embassy Moscow encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you

must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Circular 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

C.3. Other Eligibility Requirements:

a) The applicants must be registered in the System for Award Management (SAM), located at www.sam.gov, prior to submitting an application. Applicants must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by an agency.

b) All Federal assistance recipients must have a Dun & Bradstreet number prior to funds disbursement. A DUNs number may be acquired at no cost by calling the dedicated toll-free DUNs number request line at 1-866-705-5711 or requesting online at www.dnb.com.

c) Technical Eligibility: All proposals must comply with the following or they will result in your proposal being declared technically ineligible and given no further consideration in the review process.

d) Eligible applicants may not submit more than one proposal in this competition. If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process. Please note: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the PSI document.

e) Indirect Costs: An organization with an audited indirect cost rate negotiated with a cognizant federal government agency other than U.S. Department of State should include a copy of the cost-rate agreement as an addendum to the budget. If the applicant currently has an assistance award from U.S. Department of State, the agreement does not need to be submitted unless the applicant has negotiated a new indirect cost rate with a cognizant agency other than U.S. Department during the past 12 months. An applicant must indicate in the proposal budget how the rate is applied. If your organization does not have a NICRA, and the proposal budget has a line item for indirect cost charges, those indirect charges may not exceed 10%.

f) Taxes: Successful applicants are responsible for complying with all applicable tax treaties and federal, state and local laws on tax withholding and reporting for project participants. Because of the complexity of current tax laws regarding scholarship and fellowship income, it is strongly recommended that grantees consult with tax counsel regarding such compliance.

D. APPLICATION AND SUBMISSION INFORMATION

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Embassy staff may not discuss this competition with applicants until the proposal review process has been completed.

D.1. ADDRESS TO REQUEST APPLICATION PACKAGE

Interested applicants may request the full text of this Notice of Funding Opportunity (NOFO) via email to GrantsRussia@state.gov. The NOFO may also be found on www.grants.gov as well as the website of the U.S. Embassy in Moscow: <http://moscow.usembassy.gov/cooperation.html>. Applicants may also request a NOFO in writing to: Jennifer Washeleski, U.S. Embassy Moscow, Public Affairs Section, Bolshoy Devyatinskiy Pereulok 8, Moscow 121099, Russian Federation.

D.2. CONTENT AND FORM OF APPLICATION SUBMISSION

Please follow all instructions below carefully. Failure to furnish all information or comply with stated requirements will not be considered. Applicants must set forth accurate and complete information as required by this NOFO. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

Applicants must ensure:

1. The proposal clearly addresses the goals and objectives of this funding opportunity.
2. All documents are in English
3. All budgets are in U.S. dollars
4. All pages are numbered
5. All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.
6. All materials are submitted in one of the following formats: .xls, .xlsx, .doc, .docx, .pdf, .jpeg. No other file types will be reviewed.

When submitting a proposal, applicants are required to include the following documents and information:

Section 1: Cover Sheet

The coversheet is limited to one page in length. It must provide a summary of the work to be undertaken, the organization's capacity to carry it out, and administrative costs involved in a range of projects.

Section 2: Proposal

The narrative should detail the applicant's experience and expertise in administering a program similar to an American Center or facilitating public diplomacy programs outside of the United States. In addition, the proposals should address the organization's knowledge of the Russian program environment and cultural landscape, as well as familiarity with American culture. The proposal should outline the possibility of two years of funding activity. The proposal should also include the following:

1. Vision: Describe project objectives and the desired outcomes for the American Center.
2. Staffing: Describe how the applicant will provide adequate oversight of the program through program and administrative staff in support of the project.
3. Project Activities: Describe the key components of the program including managing staff to administer the center; providing all necessary supplies for American Center programming including, but not limited to, computers, iPads, monitors, and other interactive tools for visitors; designing a monthly program of activities for visitors, including, but not limited to, local and U.S. embassy guest speakers, workshops, English-language clubs, book clubs, American speakers traveling to Russia to engage Russian audiences, virtual lectures and discussions with Americans, dialogue programs with exchange program alumni, presentations from representatives of U.S. universities, and other thematic programming in support of key issues and topics of importance to Russian audiences and U.S. foreign policy goals.
4. Monitoring: Detail how the applicant will ensure the program will be effectively monitored throughout its duration.
5. Evaluation: In the submitted proposal, applicants should include a plan describing how success in meeting the stated goals of the program will be measured and reported. The Embassy highly recommends that the proposal include a draft survey questionnaire or other method. **Proposals missing this component will not be strong candidates for this award.**
6. Diversity: Explain how the program managers will proactively support diversity in program content, demonstrating how diversity can contribute to a vibrant civil society. Diversity should be defined broadly to include geographic, urban/rural, ethnic, racial, socio-economic, sexual orientation and religious diversity. To the greatest extent possible, Center programs and activities should be made available online to include the audiences of U.S. Consulates in St. Petersburg, Yekaterinburg, and Vladivostok.
7. Institutional Capacity and Project Management: Outline the applicant organization's capacity to conduct projects of this nature, focusing on the provision of educational and thematic programs; and previous work in the region.
8. Work Plan/Schedule: Outline the phases of the project planning and implementation for the entire award period. Provide a sample draft schedule of activities in a given month.

Additional Attachments

- Work Plan / Calendar of Activities
- Resumes of key personnel
- Copy of indirect agreement, if applicable
- Detailed budget (excel)
- Budget narrative

Section 3: Budget

The anticipated level of funding available for this program is \$350,000, which will support staff management, procurement and maintenance of equipment and supplies, program implementation, and evaluation. The Embassy reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

The available funding may be used to support the program and administrative costs necessary to implement the program as described in this solicitation. Please submit a comprehensive line item budget, broken down according to the budget line items in the SF-424A: Personnel; Fringe Benefits; Travel; Equipment; Supplies; Contractual; Construction; Other Direct Costs; and Indirect. Indicate how costs are calculated (for example, staff salary x percentage of time worked x number of months worked).

An explanatory budget narrative **must** also be included. For clarification, any applicant applying to implement more than one project should provide separate sub-budgets for each program component, phase, location, or activity.

Suggested program costs include, but are not limited to, the following:

- o Staff salary and benefits
- o Materials and supplies
- o Honoraria for instructors of master classes
- o Cultural and social activities
- o Meeting and workshop costs
- o Evaluation
- o Other justifiable expenses directly related to supporting program activities

While there is no rigid ratio of administrative to program costs, the Embassy urges applicants to keep administrative costs as low and reasonable as possible.

Section 4 - Application Forms for Federal Assistance (SF-424):

The following forms are required and can be found online as part of the application package on Grants.gov. Please be sure to complete and sign each form.

- SF-424: Application for Federal Assistance
- SF-424A: Budget Information – Non-Construction Programs
- SF-424B: Assurances - Nonconstruction Programs (for U.S. applicants)

Please note:

Other items NOT required/requested for submission, but which may be requested if your application is selected for funding include:

- Copies of an organization or program audit within the last two (2) years
- Copies of relevant human resources, financial, or procurement policies
- Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas.

- Completion of a pre-award organizational information sheet, to determine what financial controls and standard operating procedures an organization uses to procure goods and services, hire staff and track time and attendance, pay for grant-related travel, and other financial transactions which may be necessary to undertake the activities in your application.

The U.S. Embassy Moscow reserves the right to request any additional programmatic and/or financial information regarding the proposal.

D.3 UNIQUE ENTITY IDENTIFIED AND SYSTEM FOR AWARD MANAGEMENT (SAM)

You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access <http://www.dnb.com> or call 1-866-705-5711. Please ensure that your UEI (DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package.

All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain current registrations in the SAM database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. Failure to register in SAM will render applicants ineligible to receive funding.

D.4 SUBMISSION DATES AND TIMES

Applications must be submitted electronically via email to: GrantsRussia@state.gov

All applications must be submitted on or before **Friday, January 29, 2016, 6 p.m. Moscow Time**. Emails that show a time stamp produced by the Department of State system as having been received after 6 p.m. will be ineligible for consideration.

Begin the application process early, as this will allow time to address any technical difficulties that may arise in advance of the deadline. U.S. Embassy Moscow strongly advises early submission of applications to ensure delivery prior to the stated deadline.

There will be no exceptions to this application deadline.

D.5 INTERGOVERNMENTAL REVIEW

This funding opportunity is not subject to Executive Order 12372 “Intergovernmental Review of Federal Programs”.

D.6 FUNDING RESTRICTIONS

a) Indirect Charges: An organization with a Negotiated Indirect Cost Rate Agreement (NICRA) from a cognizant (primary) federal government agency should include a copy of the cost-rate agreement. Applicants should indicate in the proposal budget how the rate is applied and if any of the rate will be cost-shared. Organizations claiming indirect costs should have an established NICRA. If sub-grantees are claiming indirect costs, they should have an established NICRA that is also submitted with the proposal package. **If your organization does not have a NICRA, and the proposal budget has a line item for indirect cost charges, those indirect charges may not exceed 10%.** Information how to obtain a NICRA rate is listed Section G.

b) Pre-award Costs: Any costs incurred prior to the award start date in the Federal Notice of Award are incurred at the recipient's own risk. Approval of these costs require authorization of the Grants Officer to be considered allowable, will only be considered on a case-by-case basis, and will only be authorized in extraordinary circumstances. Applicants should assume that any costs incurred before the start date on the Federal Notice of Award will not be authorized.

D.7 OTHER SUBMISSION REQUIREMENTS

E. APPLICATION REVIEW INFORMATION

E.1. CRITERIA

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation.

Institutional Capacity: Applicant and partner organization clearly demonstrate their experience with the proposed subject matter, and their ability to successfully implement the project.

Program Monitoring and Evaluation: Project Plan should provide sufficient detail on program monitoring and evaluation during the project performance period, as well as demonstrate an understanding of potential risks and challenges associated with the project.

Cost Effectiveness: Budget demonstrates efficient use of funds, appropriate to achieve project goals. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be consistent with project plans and activities.

Completeness of Proposal: The proposal meets all of the outstanding technical and logistical criteria required in this cooperative agreement, addressing the objectives as noted in Section II above.

Budget and Narrative Justification: The budget and narrative justification are complete and reasonable in relation to the proposed activities and anticipated results. The plan for services and related cost estimates is realistic.

E.2. REVIEW AND SELECTION PROCESS

The Embassy will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated in this NOFO. All eligible proposals will be reviewed by PAS Moscow. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Embassy grant panels for advisory review. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the Cultural Affairs Officer and/or Grants Officer of the U.S. Embassy Moscow. Final technical authority for assistance awards resides with the Embassy's Grants Officer.

E.3 ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

APRIL 1, 2016

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1. FEDERAL AWARD NOTICES

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Embassy's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the Embassy program office coordinating this competition.

F.2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Circular 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB circular cited, please contact the U.S. Government Publishing Office or download from the www.ecfr.gov website.

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>.
<https://www.statebuy.state.gov/fa/pages/home.aspx>

F.3 REPORTING

The award issued under this NOFO will require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds may be tied to submission of these reports in a timely manner. All other details related to award administration will be specified in the award agreement. The point of contact for questions or issues related to the administration of the grant/cooperative agreement will be specified in the award agreement.

G. FEDERAL AWARDING AGENCY CONTACT(S)

a) For questions about this announcement, contact: Jennifer Washeleski, U.S. Embassy Moscow, Public Affairs Section, Bolshoy Devyatinskiy Pereulok 8, Moscow 121099, Russian Federation; Tel: +7 (495) 728-5058; Email: Washeleskij@state.gov

All correspondence with the Embassy concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Embassy staff may not discuss this competition with applicants until the proposal review process has been completed.

b) For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

c) To inquire about the process for obtaining a Negotiated Indirect Cost Rate Agreement (NICRA), contact Donald Hunter at HunterDS@state.gov.

H. OTHER INFORMATION—OPTIONAL

Notice:

The terms and conditions published in this NOFO are binding and may not be modified by any Embassy representative. Explanatory information provided by the Embassy that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Embassy reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.